

NORTH DAKOTA ARMY NATIONAL GUARD

FULLTIME NATIONAL GUARD DUTY OPERATIONAL SUPPORT (FTNGDOS)

TOUR ANNOUNCEMENT

AMENDED

ANNOUNCEMENT NUMBER: FTNGDOS-16-10 **OPENING DATE:** 28 Dec15 **CLOSING DATE:** 30 Sep 16

POSITION TITLE: Recruiter Aide

MOS/AFSC: Immaterial

MAX GRADE: E-6

DUTY LOCATION: Recruiting & Retention Battalion, North Dakota

SELECTING OFFICIAL: MAJ Daniel Murphy

LENGTH OF TOUR: 1 January 2016 - 30 September 2016

AREA OF CONSIDERATION: ND Army National Guard members in the grades of E-1thru E-6

Positions of Significant Trust (POST) Requirements (See HQDA EXORD 193-14, Annex B):

- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must not have a Type I or Type II Offense & must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

HOW TO APPLY: Applicants must email all application documents listed below to the Human Resource Office (HRO) at nq.nd.ndarng.list.j1-agrm@mail.mil no later than 1600 hours (4:00 p.m.) on the Closing Date indicated above. Subject line of email must contain the announcement number & the applicant's name.

DOCUMENTS REQUIRED:

- ARNG Format 1058-R (must be signed by the applicant, Commander & Records Custodian)
- Initial Counseling Form (must be signed)
- DA Form 705 with HT/WT (must have passing APFT & HT/WT within the last 6 months from closing date)
- DA Form 5500/5501 (if applicable)
- Individual Medical Readiness (IMR) (printed from MEDPROS)(PHA within last 12 months & HIV within last 24 months)
- DA Form 3349 (Profile) (if applicable)
- NGB Form 23B (printout from RCAS)
- Personal Qualification Record (PQR) (printout from RCAS)
- Orders Query (printout from Clipboard)
- Enlisted Record Brief (ERB)
- Technician Supervisor Approval Form (only applicable if applicant is a Technician)

Recruiter Aide

DUTIES AND RESPONSIBILITIES:

- Assistant for multiple Recruiters and works under the supervision of the Area NCOIC.
- Responsible to the state/territory Rec & Ret Manager for enlisted accessions from area.
- Provide NDARNG experience & expertise to the recruitment of applicants to process into the NDARNG.
- Assist with local recruiting events, transport applicants to MEPS, prep packets, integration into RTC, table set ups, career fairs.
- Overnight travel will be expected in this position.
- Hours will vary and depend on mission accomplishment.
- Perform other duties as assigned.

ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard (NDARNG).
- Knowledge of applicable military regulations, policies, and directives

- Ability to communicate clearly and effectively.
- Must be capable of working independently with little supervision.
- Should possess adequate computer skills.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. Pre-selection is not only counter-productive to effective recruitment and placement but also violates North Dakota National Guard merit placement principles and will not be tolerated. If you have information or questions regarding this issue, please contact the HRO at 701-333-3369.